

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 1137

TITLE: HUMAN RESOURCES DIRECTOR

GRADE: E-12

DEFINITION:

Subject to policy determination and general direction from the County Executive and Board of Supervisors, is directly responsible for the overall leadership, planning, organization, and direction of the human resources functions, including but not limited to recruitment and selection, classification and compensation, employee training and development, employee health and welfare programs, payroll and employee records, HRIS operations, and employee relations; and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

This class is exempt from the County's Merit System under Article 4, Subsection 15.1-763 of the Code of Virginia and Section 3-1-2(b)(1) of the Merit System Ordinance.

ILLUSTRATIVE DUTIES:

Administers the County's Merit System Ordinance and Personnel Regulations;
Confers with the County Executive and Deputy County Executives, department heads, and other individuals and organizations to determine program needs and to evaluate and interpret human resources policies and procedures;
Confers and participates with the Civil Service Commission and Employee Advisory Council (EAC) to ensure human resources policies/programs attract, maintain, and motivate qualified employees in an environment that fosters performance and diversity;
Reviews and makes recommendations to management for improvement of policies, procedures, and practices on human resources matters;
Ensures compliance with federal and state legislation pertaining to all human resources matters;
Develops and implements a vision describing how the department will function in the future and manages the change process to effectively and efficiently implement the vision;
Ensures that the customer is the primary focus of all human resources activities;
Leads the human resources consulting process, providing guidance and direction where needed;
Promotes teamwork and cross-functional communication;
Maintains knowledge of industry trends and employment legislation;
Communicates changes in agency human resources policies and procedures and ensures proper compliance;
Consults with legal counsel as appropriate and/or as directed by the County Executive;
Works directly with department managers to assist them in carrying out their responsibilities;
Recommends, evaluates, and participates in staff development for the agency.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the principles and practices of organization and management;
Knowledge of the organization, functions, and concerns of local government;
Knowledge of the principles and practices of public human resources administration;

Ability to interpret, communicate, administer, and recommend changes to human resources policy and procedures;

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Ability to manage the work of a large staff through subordinate supervisors;
Ability to win the confidence and cooperation of other officials, employees, and the public;
Ability to develop and implement a human resources program for a large number of employees engaged in an extensive diversity of work;
Ability to speak and write effectively.

EMPLOYMENT STANDARDS:

Any combination of education, experience, and training equivalent to the following:
Graduation from an accredited four-year college or university with a bachelor's degree in public administration, business administration, or a related field; PLUS
Seven years of increasingly responsible technical experience in human resources administration;
Two years of the requisite experience must have been as a Human Resources Director in a government organization or at a high supervisory level with a large organization, either public or private.

REVISED: June 29, 1999